

**Fullerton India Credit Company Ltd**

# **Know Your Customer (KYC) Guidelines**

## 1. Customer Identification Procedure (CIP)

Fullerton Credit Company Ltd (FICC) would identify the customer by verifying his/ her identity by using reliable independent sources of documents, data or information. The nature of information / documents required would also depend on the type of customer (individual, corporate etc.)

FICC also would determine the beneficial ownership and controlling interest in case of applicants who are not individuals.

S. No.	Applicable for	Guidelines		Documents Required
(i)	Where the client is a company	The beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means	Ownership of more than 25 % of shares or capital or profits of company	In addition to the above the KYC to be taken for all the directors and partners if they fall in the category as defined in the guidelines
(ii)	Where the client is a partnership firm or a company	The beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person	Ownership of/entitlement to more than 15% of the capital or profits of the partnership	
(iii)	Where the client is an unincorporated association or body of individuals	The beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person	Ownership of/entitlement to more than 15% of the property or capital or profits of such association or body of individuals	
(iv)	Where no natural person is identified under (i), (ii) or (iii) above	The beneficial owner is the relevant natural person who holds the position of senior managing official		
(v)	Where the client is a trust	The identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with 15% percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership		Additional KYC for the settler of the trust, the trustee, the protector and the beneficiaries
(vi)	Where the client or the owner of the controlling interest is a company listed on a stock exchange, or is a subsidiary of such a company	Not necessary to identify and verify the identity of any shareholder or beneficial owner of such companies		Not Applicable

## 2. List of documents which would be accepted as proof of address and identity, for individuals and entities:

Identification as under, would be required to be obtained in respect of different classes of customers:

- i. Customers that are natural persons:

- a) Address/location details
- b) Identity Proof and Recent photograph

ii. Customers that are legal persons:

- a) Legal status of the legal person/entity through proper and relevant documents.
- b) Verification that any person purporting to act on behalf of the legal person/entity is so authorized and identity of that person is established and verified.
- c) Understand the ownership and control structure of the customer and determine who are the natural persons and ultimately control the legal person.

Customers/Clients	Documents
Accounts of Individuals (any one carrying applicant's photo and address proof)*	a) Valid Passport
	b) Valid Driving License (DL), Learning License not permitted
	c) Permanent Account Number (PAN) Card (additional address proof to be collected)
	d) Voter's Identity Card issued by Election Commission of India
	e) Job card (with photo) issued by Mahatma Gandhi National Rural Employment Guarantee Act (NREGA) duly signed by an officer of the State Government.
	f) Aadhar Card Or
	g) Letter issued by the Unique Identification Authority of India containing details of name, address and Aadhaar number. Acknowledgment receipt is not acceptable.
FICC may accept a copy (which is self-certified and OSV done) of marriage certificate issued by the State Government or Gazette notification indicating change in name together with a self-certified copy of the 'officially valid document' in the existing name of the person.	
Accounts of Companies (all of them)	a) Certificate of incorporation;
	b) Memorandum and Articles of Association (MOA and AOA);
	c) A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf; and
	d) An officially valid document in respect of managers, officers or employees holding an attorney to transact on its behalf.

Customers/Clients	Documents
Accounts of Partnership Firms (all of them)	a) Registration certificate;
	b) Partnership deed; and
	c) An officially valid document in respect of the person holding an attorney to transact on its behalf.
	Note: If during Personal Discussion (PD) it is established that partnership shareholding has changed, latest partnership deed to be collected.
Accounts of Trusts and Foundations (all of them)	a) Registration certificate;
	b) Trust deed; and
	c) An officially valid document in respect of the person holding a power of attorney to transact on its behalf.
Accounts of un-incorporated association or body of individuals (all of them)	a) Resolution of the managing body of such association or body of individuals;
	b) Power of attorney granted to him to transact on its behalf;
	c) An officially valid document in respect of the person holding an attorney to transact on its behalf; and
	d) Such information as may be required by the bank to collectively establish the legal existence of such an association or body of individuals
Accounts of Proprietary Concerns (Inserted vide Master Circular-DNBS (PD) CC No. 387/03.10.42/2014-15)– This is over and above the KYC document required for co-applicants/ proprietors ( <b>any two**</b> in the name of the proprietary concern)	<b>Proof of the name, address and activity of the concern</b>
	a) Registration Certificate (in the case of a registered concern), certificate/ license issued by the Municipal authorities under Shop and Establishment Act
	b) Sales and Income tax returns
	c) CST/VAT certificate
	d) Certificate/registration document issued by Sales Tax/Service Tax/ Professional Tax authorities
	e) License issued by the Registering authority like Certificate of Practice issued by the Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, etc.
f) Any registration/licensing document issued in the name of the proprietary concern by - Central Government or State Government Authority/	

Customers/Clients	Documents
	Department.
	g) IEC (Importer Exporter Code) issued to the proprietary concern by the office of Director General of Foreign Trade (DGFT)
	h) The complete Income Tax return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected duly authenticated/acknowledged by the Income Tax Authorities. (This includes ITR filed in the name of individual with income from business mentioned in the COI and filed at the office address).
	i) Utility bills such as electricity, water, and landline telephone bills in the name of the proprietary concern.
	<b>Note:</b> The above documents will also serve as business address proof. Same is to be collected for all cases including loans < INR 7.5 Lacs.